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UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON 25, D. C.

DIVISION OF PERSONNEL

USGPO, PLEASE QUOTE

February 20, 1958

Assistant Director of Personnel

The questions listed in your memorandum of February 19, 1958, to the Director of Personnel are restated herein and answered accordingly.

1. An employee was on scheduled annual leave, approved in advance, including Friday, February 14; Monday, the 17th; Tuesday, the 18th; and Wednesday, the 19th. Should any charge other than the full charge for annual leave be made in this case? In other words, does the administrative leave on Tuesday have any bearing?

Since the services of the employee were not available during this period, our policy to charge leave in such circumstances is to be followed.

2. An employee was on sick leave on Friday the 14th and has not reported for duty yet on Wednesday the 19th. Should the employee be charged sick leave full days on Monday and Tuesday?

The circumstances here are the same as in number 1, above; hence the answer to number 1 is applicable here.

3. An employee telephoned in Monday morning reporting himself on sick leave and he returned to work on Wednesday morning, the 19th. Should he be charged sick leave for Tuesday the 18th?

If the employee certifies in writing that he planned to report for duty on Tuesday, February 18, he should be granted administrative leave.

4. In view of the fact that the Office excused those employees who were in attendance at 2:30 p.m., on Monday the 17th, what should be the charge for annual leave for those employees who did not report for duty at all, a full 8 hours or a lesser amount based upon the regular starting hour and the excused time at 2:30?

Since these employees were not on scheduled annual leave but were absent because of the disruption of their normal work schedule by the snow storm, they are to be charged a lesser amount based upon their regular starting hour and excused at 2:30 p.m. on Monday, February 17.

5. If an employee had no annual leave to his credit because he had exhausted his accrual and he did not report for work on Monday, should he be charged 8 hours leave without pay or a lesser amount based upon the 2:30 quitting time that day?

The circumstances here differ from number 4, above, only with respect to the type of leave to be charged; hence, the answer is the same as in number 4. The employee is to be charged leave without pay for the period beginning with his official starting hour and ending at 2:30 p.m. on February 17.

6. In the case of new employees who have served less than 90 days and thus do not have any annual leave, what should be the charge for the day, 8 hours leave without pay or a lesser charge of leave without pay?

If the employees were not on scheduled leave without pay through Monday, February 17, administrative leave will be charged on February 17.

7. Should any limit be placed on the degree or extent of tardiness on the morning of the 17th and on the morning of the 19th?

The White House is reported to have urged leniency in cases of tardiness. There should be no charge, therefore, for tardiness for those employees who reported for duty on Monday, February 17, or for the balance of the week in cases where transportation has been disrupted because of the storm.

8. If an employee was in a leave without pay status on Friday the 14th and returned to duty on Wednesday the 19th, should he be charged leave without pay for Monday?, Tuesday?

Leave without pay should be charged for employees whose leave had been approved through February 18. The reason for this is that the services of the employees concerned would not have been otherwise available.

If leave without pay was approved through February 17 administrative leave should be charged for Tuesday, February 18.

If the employee was on leave without pay scheduled for February 17 and 18, and if he certifies in writing that he planned to return to duty on the 17th of February, leave without pay will be charged for the period beginning with his official starting hour and ending at 2:30 p.m.

When an employee certifies in writing that he intended to return to duty on Tuesday, February 18, he is to be charged administrative leave for February 18.

9. An additional question which is applicable to employees who telephoned the Office Monday, February 17, and indicated that they were unable to report for duty because of the storm will be handled in this manner:

They will be placed in a leave status beginning with their regular starting hours and placed in an administrative leave status for February 17 at 2:30 and for Tuesday, February 18, even though they had not reported for duty on Wednesday, February 19, because of the storm. They, of course, will be charged leave for Wednesday, February 19.

/s/ T. A. Flynn

T. A. Flynn
Director of Personnel